

## Court Reporting

# FORM 1

## APPLICATION FOR CERTIFICATION

HAWAII BOARD OF CERTIFIED  
SHORTHAND REPORTERS  
P.O. Box 619  
Honolulu, Hawai'i 96809

## Examination and Certification Fees

The Hawai'i Certified Shorthand Reporter (CSR) Examination is a nationally standardized exam comprised of the following: the National Court Reporters Association (NCRA) Written Knowledge Test covering English grammar, spelling, technology, and medical and legal terminologies; the NCRA RPR Skills Test comprised of fifteen minutes of dictation, five minutes each of Literary material at 180 wpm, Jury Charge material at 200 wpm, and Testimony material at 225 wpm; the Hawai'i Written Knowledge Test covering regional terminology. A passing score is an accuracy rate of 95 percent for the Skills Test and 70 percent for the Written Knowledge Test.

Each applicant for certification must complete the following application. Appropriate fees must be included in order for your application to be processed. Make check payable to Chief Clerk, First Circuit Court and remit to the above address.

Certificate Fee \$125.00  
(Exam first Saturday in May and November)

Name \_\_\_\_\_

SS# \_\_\_\_\_

Residence Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Workplace Name and Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Numbers: Office (\_\_\_\_) \_\_\_\_\_ Residence (\_\_\_\_) \_\_\_\_\_

Please use residence [ ] or workplace [ ] address for correspondence. **(Please note that your mailing address is public information and, as such, may be provided to members of the public.)**

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1. Please list educational and professional training institutions attended, graduated from, and degrees earned beginning with high school (or GED certification). Include names of institutions and dates.

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2. System of shorthand: ☐ Machine ☐ Gregg ☐ Pitman

3. Are you an Official Reporter ☐ Freelance Reporter ☐ Student ☐ Other ☐

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4. Do you hold any of the following certifications:

☐ Certified Shorthand Reporter certificate by state-mandated examination.

State 

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☐ Registered Professional Reporter certificate by examination.

☐ Certificate of Merit.

5. Please list the names of all licensing authorities which you have made application to practice and the dates you have been admitted to practice as a Certified Shorthand Reporter, Registered Professional Reporter, or other recognized certification.

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6. Please list any and all court and freelance firms with whom you have been associated and the dates of association. Include addresses and telephone numbers.

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7. Have you ever been the subject of any investigation or proceeding for professional misconduct? ☐ Yes ☐ No If yes, please explain.

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8. Have you ever been rejected, upon application, to practice reporting before any court or other entity? ☐ Yes ☐ No If yes, please explain.

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9. Have you ever had a CSR license suspended or revoked? ☐ Yes ☐ No  
Was it reinstated? ☐ Yes ☐ No If yes, please explain.

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NOTICE: The cost of a character report or investigation, if required, shall be borne by the applicant. Please attach copies of all current certificates and licenses.

**ATTESTATION**

I attest under penalty of perjury that the above information is true and correct, and, upon certification, I affirm that I will uphold all of the provisions of the Rules Governing Court Reporting in the State of Hawai'i and any rules and regulations adopted by the Hawai'i Board of Certified Shorthand Reporters.

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Applicant's Signature

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Date